

Supportive Professional Staff Council Meeting

Thursday, March 14, 2019

10:00 AM to 12:00 PM

HSC – Sky Room

Approved April 11, 2019

Present: Adzovic, Anderson, Ballard, Bohanon, Bredberg, Builta, Doederlein, Dymond, Foelske, Gipson, Hochstatter, Kazmierczak, King, Miller, Myles, Napientek, Olson, Pietrowski, Watson, Xidis

Excused: Boughton, Sutcliffe

Absent: Bridges, McKee, Mitchell

Shared Governance Visitors: Sarah Klaper, University Ombudsperson

Celeste Latham, Human Resources

Laura Alexander, Human Resources

Miriah Ranken, Human Resources

Therese Arado, Faculty Senate

I. Call to Order: President Doederlein called the meeting to order at 10:05 a.m. Doederlein amended the agenda by adding: e) annuitant association f) Alan Menken Show g) Summer Camps

Approval of Amended Agenda motioned and seconded, all in favor, no objections, none opposed.

Motion: Bredberg

Second: Myles

II. Approval of Minutes, February 7, 2019:

Approval of the Minutes motioned and seconded, all in favor, no objections, none opposed.

Motion: Myles

Second: Kazmierczak

III Guest Speakers: Tim Schwartz, DoIT Admin-Business-Finance
Sarah McGill, VP Administration and Finance

Tim Schwartz discussed the Multi Factor Authentication procedure being rolled out over next few weeks. You will see announcements about it. If you are on NIU network and not a guest on wireless, you will not be required to ID yourself. When accessing O365 or selected applications not on the NIU Network you will be required to MFA once every 30 days. Also, if you are accessing these resources from a new device or new application (Chrome/Firefox) for the first time, you will be required to MFA. For more Info: go.niu.edu/MFA See FAQ and learn how to get yourself set up.

Sarah McGill talked about new features and improvements to existing infrastructure. How we are now able to move forward with concrete plans based on revenue stream from adjusted enrollment expectations. She talked about exciting new dining venues, replacement of a 60 year old boiler and space allocations with a master plan in mind.

Doederlein thanked Sarah and other senior leadership for including shared governance groups in NIUs development plans. Doederlein expressed her personal appreciation for having a voice in that process. Doederlein then opened the floor for questions.

IV. Announcements:

- a) Beef Shack Promotion – Best grilled cheese sandwiches in DeKalb
- b) URAD and CES, April 17, 9 a.m. to 2 p.m., Duke Ellington Ballroom
- c) NIU Gymnastics Hosting MAC Championship – March 23
- d) Presidential Investiture – April 5 2:00 p.m., Boutell Memorial Concert Hall
- e) The Annuitants Association needs members. You do not have to be a retiree. Membership is open to current academic and civil service employees. For details <https://www.niu.edu/annuitants/>
- f) Travel with NIU to see the Alan Menken Retrospective Show, Saturday, March 30 in Chicago. 2:30 p.m. to 11:30 p.m. go.niu.edu/menken 815-753-0277
- g) Summer Camps: NIU offers over 65 day and residential summer camps for students in grades 2-12. For more information: go.niu.edu/summercamps
Please help spread the word. Camp participants may be future Huskies.

V. Committee Reports:

Advocacy: No report

Awards: Doederlein reported there were two more nominations to be considered. Watson and Klaper were asked to leave the room as the Council deliberated. It was unanimously decided that Klaper would be the recipient of the Excellence in Advocacy and Watson would be the recipient of the Gary Gray Award for Service to the Council. The Awards Ceremony will be on Wednesday, April 10th, Altgeld Auditorium; Reception 2:00-2:30; Ceremony begins at 2:30 p.m.

Communications & Technology: Xidis reported that web communications is in the process of completing the Black and Red template and our committee is assisting in that process. The transition should be complete within the next two months.

Constitution & Elections: Myles reported we have thirteen vacancies and will have another thirteen open seats. The committee is looking at the composition of the Divisions. There are changes not currently reflected in our Constitution so there will be some realignment. If you are interested in continuing, you may self-nominate. Also let your colleagues know of the opportunity to run for a seat on the Council or doing some committee work.

We continue to work on a way forward for greater representation with the Operating Staff Council. We have discussed the possibility of a merger of councils into one large Staff Council. In the interim maybe having a seat on the Operating Staff Council for a newly converted SPS member. The OSC is looking at that in their bylaws—a way to make sure we are still represented. Do we really need separate councils since many of our interest overlap?

Events: We are looking at the Beef Shack or Forge for a Wednesday or Thursday evening or Friday lunch.

Professional Development: Franklin reported that she and Catherine met to discuss the possibility of revising the sabbatical guidelines for staff. There may be options to review the current structure or guidelines such that staff would be more able to take advantage of this important professional development activity. Catherine has also had a subsequent conversation with the President about this possibility. She will be following up with a few additional questions, as well. Anyone who is interested in participating in this conversation should contact Catherine or me for more information. Catherine added that each semester shared governance presidents get to visit with Lisa Freeman and I am bringing it up to her. She is supportive of sabbaticals. Her

message was that if we are submitting applications that fit the guidelines, we have a very good chance of approval.

Regional Community Relations: No report. We will try and get back together and have something next time. The conversion has had an impact because our numbers are changing. We are thinking of a brief, four-question survey.

SPS Scholarship Fund: We have selected a recipient. Anne Hardy will reach out to see if that person is going to accept. They have until May 1. This year we are going to honor last fiscal year's recipient, Allie Schneider, at the awards ceremony where she will make a brief statement. We will honor this fiscal year's recipient at next year's ceremony.

Vice-President's Report: Napientek noted some information from the University Benefits Committee. The report is posted on SharePoint:
<https://niuits.sharepoint.com/sites/spscouncilmembers/Shared%20Documents>

Unfinished Business:

a.) Search Committee Updates: EVPPs work is over and reported to Lisa Freeman last Friday (March 8). It is now up to President Freeman to make her decision by July 1 or sooner. There are no other search committee updates.

b.) SUCSS Procedure Update: Doederlein reported we are working with Celeste on possible communication efforts, i.e. MythBusters or some smaller forums. We acknowledge the volume of work involved and are certainly open to doing some communication in the context of what is going on. We do need some type of event because there has been not much public information since October.

There are approximately 263 positions in the current que for review by only four people in HR people along with their other job responsibilities. They are going through those that urgently need to be filled leading up to an audit during the last week in April. This is an audit of the positions--not the employee—and whether the description is accurate and whether it falls into a classification. Once a position is complete and the supervisor is contacted that it needs to convert, then HR reaches out to the employee personally to answer their questions. Over 200 is the norm now. We have tripled in volume of those not reviewed in the past three years. Alexander said, if your position has been flagged and you haven't heard anything, feel free to call HR. If you are uncertain, reach out to HR. Every Department has someone who has access to see where you are in the system.

c.) 125th Anniversary Committee Update: King had a couple of things to report. (1) There is going to be a small fund for groups and organizations who might want to have some kind of event—there are some funds that will be available. The guidelines are being worked out. (2) The committees are looking at other kinds of promotional items that the 125th Anniversary can tack onto, i.e. parking hang tags will notice 125th anniversary.

New Business: First Reading of amendments to our Constitution. Most are for deleting references to the Finance Committee that no longer exists.

Article III, Membership, Section 3.1 allows transitioned members to finish out their current year of service on the Council and be eligible to serve on committees that do not require SPS classification. This choice is allowable, not mandatory.

Article IV, Officers, Section 7.3 Duties. The Treasurer shall

a. Prepare a budget in consultation with the Council, [striking and its Finance Committee,] to be submitted as required to the appropriate University officer(s);

d. Strike [Serve as the ex officio chair of the Finance Committee; and]

e. would become d.

Article VII, Section 3. Committees of the Council.

Add: Advocacy, /Technology; **strike** Finance, Legislative Issues, **Add** SPS Dependent Scholarship Fund, Professional Development and SPS Regional Community Relations; **Strike** Technology Resources, and Workplace Issues.

Article VII, Section 7. Events Committee.

c. **Strike** “as necessary, in consultation with the Finance Committee, and”

Article VII, Section 8: SPS Professional Development Committee.

c: **Strike** “in consultation with the Finance Committee.”

Second Reading next month. Look for other details needing change.

University Committee Reports:

Board of Trustees met March 7, next meeting June 13

Board of Trustees Committees met February 7, next meeting May 9.

University Council: April 3

Operating Staff Council – April 4.

Faculty Senate: March 27

President Doederlein asked for a Motion to Adjourn. Adzovic so moved, seconded by Kazmierczak. All in favor, none opposed. Meeting adjourned at 10:50 a.m.